



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Specialized Assignments

Number: 141

Effective Date: December 07, 2023

Revised Date:

Rescinds: None

Dated:

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Approved By:

I. PURPOSE

To set standards and establish procedures related to the announcement of openings and selection criteria for specialized assignments. It shall be the policy of the Myrtle Beach Police Department to allocate and distribute its personnel according to need and in the most effective and efficient manner possible.

II. DEFINITIONS

A. Specialized Assignment - A specialized assignment is a full-time assignment of duties that tend to be narrow in focus and beyond those expected of a patrol officer. Specialized assignments include but are not limited to positions in the following units:

- 1) Beach
- 2) Crime Scene
- 3) Executive Officer
- 4) Family Services
- 5) Fugitive
- 6) Gang
- 7) Investigations
- 8) K-9
- 9) Office of Professional Standards
- 10) Public Information
- 11) Regulatory
- 12) School Resource Officer
- 13) Street Crimes
- 14) Task Force

- 15) Traffic
- 16) Training

III. PROCEDURE

A. Selection Process

1) Criteria for eligibility

- a. Candidates for specialized units must be Class I certified police officers who have achieved the rank of Patrol-officer First Class (PFC).
 - i. Exception 1: Officers from other classifications may apply for specialized assignments in the Training Unit only.
 - ii. Exception 2: Certain specialized assignments require candidates to have achieved the rank of Corporal or higher. This requirement will be listed in the announcement.
- b. Specific assignments may require a minimum time commitment from the officer. This requirement will be listed in the job announcement. Officers who apply for these positions agree they will not request a transfer from the unit for the specified length of time. This requirement does not prohibit officers from seeking promotion.
- c. Candidates may not have had a written reprimand or suspension from duty during the 12 months prior to the closing date.
- d. Candidates may not have had more than one preventable accident during the 12 months prior to the closing date.
- e. The Chief of Police may waive any of the above criteria if deemed to be in the best interest of the department.

2) Vacancies in specialized units will be filled using the following procedure:

- a. The vacancy will be posted with a minimum of fourteen (14) calendar days for qualified officers to submit applications. The Chief of Police may shorten the application period if circumstances warrant. The posting will contain a timeline of events associated with the process.
- b. Interested candidates must complete a Specialized Assignment Application form and submit it to the Administrative Lieutenant, or designee, before the closing date.
- c. The Administrative Lieutenant will validate each candidate's eligibility by reviewing:
 - i. Each application. All waiver requests will be forwarded to the Chief of Police for approval.

- ii. Each candidate's personnel file to include all previous disciplinary actions.
 - iii. Loss reports filed by each candidate.
 - d. All validated applications will be forwarded to the interview panel.
 - i. The Administrative Lieutenant will notify candidates in writing when their applications were not validated or had disapproved waiver requests.
 - e. A diverse interview panel chosen by the Division Commander will interview all qualified candidates and provide a ranking list for the group.
 - f. The Chief of Police may select from the top three (3) candidates on the ranking list.
- B. Specialized Assignment Evaluation.
 - 1) The department will periodically review and evaluate specialized assignments. The review shall address the following areas:
 - a. An evaluation of the initial problem or condition that required the implementation of the special assignment.
 - b. An evaluation ensuring the workload of the specialized assignment is consistent with the staffing allocated.